

CONTROL NO.

J.3.7

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Special to OCS on TD Project				2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	
		LOGISTICS	X SECURITY		
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual			6. DISTRIBUTION (No. of components not number of copies) 2
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. XX NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
10. PREPARING COMPONENT (include lowest level contributing information to report) TD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			

12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
13	8.60	20	172.00	2	344.00
5	3.57	2	7.14	2	14.28

B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$358.28					

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Monitoring of Computer time used on special project.

14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					
XX RETAIN AS IS <input type="checkbox"/> OTHER (explain)					
CHANGE					
DISCONTINUE					
ESTIMATED SAVINGS					
MAN-HOURS DOLLARS					
STAT					

16. DATE OF INVENTORY 2 Oct. 70	17. ISSING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070069-5 Chief, Technical Division	18. EXTENSION
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